

# Human Resources Generalist I



**Job Code:** 1455  
**Grade:** 124  
**Reports to:** Director of Human Resources  
**Salary Range:** \$40,288 - \$61,617  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs moderately difficult administrative and technical paraprofessional level work assisting in one or more of the major functional areas within the Human Resources Department, including the research and analysis of personnel information programs, policies, and work processes; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs a variety of routine to moderately complex technical and professional level duties involving the research of personnel data, programs, and records, and the interpretation and application of City and departmental policies. Duties may involve performing independent work of a specialized nature in one or more of the primary functional areas of human resources, including the maintenance of accurate personnel records systems. The employee works with significant independence and makes decisions based upon established guidelines. The work of this position involves considerable employee and public contact in explaining a wide variety of human resources related policies and procedures. Work is evaluated through observation, with advice and assistance provided on unusual or difficult problems. Work is performed under the general supervision of the Director of Human Resources.

## **ESSENTIAL FUNCTIONS**

Developing and applying basic knowledge, skills, and abilities necessary for performing recurring assignments in general program areas within Human Resources; updating and maintaining forms, records, and files; providing administrative support and assisting the Director of Human Resources.

## **EXAMPLES OF WORK**

- Maintains, processes, and assists employees in completing all forms relative to the employee retirement system, including enrollment and change forms for 401A, 401A Supplemental, 401K, and 457 plans; 401K loans, rollovers, and disbursements; and retirement health savings plan.
- Updates and maintains personnel forms, brochures, new hire/termination packets, and informational materials; orders forms from outside sources as applicable.
- Coordinates and administers personal cell phone benefit program including disseminating information, placing and processing orders, maintaining records, and reconciling monthly billing statements.
- Assists with coordinating tuition reimbursement program; processes applications, maintains records, collects and reconciles documentation, authorizes reimbursement.
- Processes employment applications and maintains applicant database; responds to inquiries concerning job openings; prepares applicant tracking reports and coordinates with hiring department; prepares responses to applicants; completes background checks.
- Maintains benefit records and prepares documents necessary for implementing benefit coverage.
- Maintains employment-related medical records (i.e., pre-employment and DOT physicals, vaccinations, drug/alcohol test results), and follows up on employment-related medical requirements.
- Administers Employee Evaluation Process; updates and prepares forms; assembles and distributes evaluation packets; consolidates, prepares, and distributes returned supervisor evaluation summaries.
- Coordinates training seminars; arranges schedules and facilities; prepares and maintains training materials and supplies.
- Assists Spanish-speaking customers as needed and provides translation services when necessary.
- Assists employees with completing forms, answers questions regarding human resources issues, and provides other assistance as required.

- Coordinates records retention program including scanning appropriate documents and files for Laserfiche, i.e., workers' compensation, property and liability claims.
- Assists with coordinating, organizing, and maintaining all personnel files; processes payroll as needed.
- Provides administrative support to the Director of Human Resources.
- Performs a variety of office assistance tasks when requested.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of personnel administration, including knowledge of accepted methods and practices of employee benefits administration and records maintenance techniques; general knowledge of principles of governmental organization and administration; ability to fluently speak, read, and write in Spanish and English; ability to conduct effective personal interviews; ability to establish and maintain effective working relationships with departmental supervisors, employees and the general public; ability to express ideas clearly both orally and in writing.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree with coursework emphasis in Human Resources Management, Business or Public Administration, or related field. Two (2) to three (3) years of experience in human resources functions; additional years of practical experience in human resources functions may substitute for a portion of the educational requirement; or any equivalent combination of education, training, and experience.

## **WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

Revised 07/01/2008

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.